## California Arts Council SmartSimple **Contract Instructions**



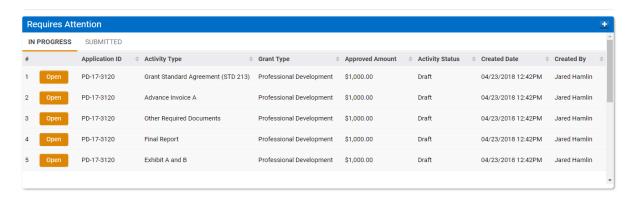
Congratulations on your award from the California Arts Council!

Below you will find detailed instructions on how to complete the grant contract package in our online grants portal, Smart Simple, and receive the advance payment for your grant.

Please note, in case of a Fiscal Sponsor, the Grant Standard Agreement (STD.213) and Payee Data Record must be completed by the fiscal sponsoring organization.

1. Log into your Smart Simple account. At the bottom of the main portal dashboard, you will see the Requires Attention section. This section holds all required grant contract documentation for your organization. You will be working from the In Progress tab. If your organization has applied for and was awarded multiple grants, they will be located here by Application ID number. You will follow these instructions for each individual Application ID.

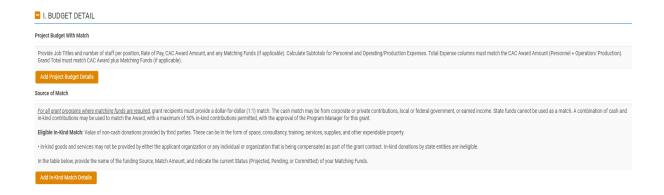
Each grant contract package is comprised of five documents. Please be sure to use the checklist at the end of these instructions to ensure that you are submitting a complete grant contract package.



- 2. Find Exhibit A and B under the Activity Type column and click the Open button. You will find the required Exhibit A – Scope of Work and Exhibit B – Budget Detail and Payment Provisions information here.
  - a. Under Exhibit A, you will find the Scope of Work pre-populated from your application. This section cannot be changed. Please review; if you have any questions regarding your Scope of Work, contact your Program Specialist.
  - b. Under Exhibit B, Section I. Budget Details, click the Add Project Budget Details button to open the budget table. Click the plus sign under each heading to add the appropriate budget fields. Adjust the amounts based on the variance in your grant award amount. All updates to this section must remain in alignment with the intent of your awarded grant. Provide budget notes, as necessary.
  - c. Save and Close the page.

- d. Click the Add In-Kind Match Details button. Click the plus sign under each heading to add the appropriate match information.
- e. Click Save and close the page.
- f. At this time, you are able to go back into each section to make any necessary changes.
- g. If at any time, you need to save your contract documents and come back to them later, you can click the Save Draft button and Smart Simple will save your work.
- h. Please ensure all details are correct. Once complete, select Submit. You are unable to make any changes to your Exhibit A and B after you click Submit.
- i. Click the View Summary PDF button at the top left of the page. This is Exhibit A and B of your contract. Print three copies and close the page.

Exhibit A and B can now be found under the Submitted tab.



- **3.** Click the Dashboard link at the top right of the page. This navigates back to the Requires Attention section.
  - a. Find the Grant Standard Agreement (STD 213) of the same Application ID.
  - b. Click the Open button. This is the first page of your grant contract and contains links to the State of California Grant Contract Terms and Conditions.
  - c. Under Exhibit C, click the link available. Please read through the General Terms and Conditions. You do not have to print this page.
  - d. Under Exhibit D, click the link available. Please read through the Special Terms and Conditions. You do not have to print this page.
  - e. If your grant is funded by federal funding, you will see an Exhibit E. Click the link available and read through the Additional Special Terms and Conditions for Federally Funded Grant Programs. You do not have to print this page.
  - f. Once you have read through all of the available Terms and Conditions, check the certification statement.
  - g. Select Submit.
  - h. The page will refresh. Click the Download STD 213 PDF button now appearing at the top of the page. Print three copies, fill out the information in the contractor section, and have the organization's authorized signatory sign all copies of this document.

If your organization is using a fiscal sponsor, their organization will be reflected in section 1 of the document. The fiscal sponsor must fill out and sign the contractor section.

i. The Grant Standard Agreement can now be found under the Submitted tab.

■ Agreement Details	
Exhibit C	
Please click <u>here</u> to view Exhibit C	
Exhibit D	
Please click <u>here</u> to view Exhibit D	
* By checking the box below I certify that I have read and agree to the terms and conditions listed in Exhibits C and D	
☐ Legrify that I have read and agree to the terms and conditions of Exhibit C and D	

- 4. Click the Dashboard link at the top right of the page. This navigates back to the Requires Attention section.
  - a. Find the Other Required Documents line of the same Application ID. Here you will find the Sample Thank You Letter and the Payee Data Record documents.
  - b. Grantees are required to send thank you letters to the Governor of the State of California and to state legislators for all grants awarded. These letters must be mailed directly to the Governor's office and to the offices of your local representatives. Prepare your letters on organizational letterhead, including address block and phone number, and submit one copy of each letter in your grant contract package.
  - c. Under the Payee Data Record header, click the link available.
  - d. Complete the entire fillable form. The name and address should match the information on your grant contract documents. The organization's payments will be sent to this address.
  - e. Print one copy.
  - f. Sign the document.

If a fiscal sponsor is being used, their organization must complete and sign the Payee Data Record.

Return to the Other Required Documents page and select Submit.

Other required documents
Sample Thank You Letter
Please click <u>here</u> to view the Sample Thank you Letter document
Payee Data Record
Please click <u>here</u> to download the Payee Data Record document

- **5.** You are now finished with the required documents! Click the Dashboard link at the top right of the page. This navigates back to the Requires Attention section.
  - a. Gather the three copies of the Exhibit A and B and three copies of the Grant Standard Agreement (STD 213).
  - b. Add the one Payee Data Record document.
  - c. Ensure that all documents have an original signature. Photocopies are not allowed. Do not include staples or clips.
  - d. Mail all documents to the designated Arts Program Specialist for your grant at:

California Arts Council 1300 I Street, Suite 930 Sacramento, CA 95814

On the Dashboard, under the Requires Attention section, you will see an activity for your "Advance Invoice A." This is provided here for your reference only. The California Arts Council Accounting division receives a copy of your invoice once grant contract documents are submitted. Once your completed grant package is approved and fully certified, invoices will be processed automatically. Please expect your payment within 6-8 weeks.

You will be notified if there are any issues with your grant contract package.

## **Grant Package Checklist**

Grant Contract Agreement (STD 213) Agreement
Three copies with original signatures – no photocopies
Exhibits A and B
Three completed copies
Payee Data Record
One copy, completed with original signature
Governor Thank You Letter
One copy on your organization's letterhead
Legislator Thank You Letters
One copy of each, on your organization's letterhead